

# Shrewsbury Adult Education Program

Fall Catalog

2004

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## **The Shrewsbury Adult Education tradition continues!**

Once again, welcome to Shrewsbury Adult Education! As we embark on our second year as yet another successful educational initiative in Shrewsbury, we hope that you will take the time to browse our new catalog and, perhaps, register for one of our many classes and/ or workshops. Shrewsbury Adult Education is still a growing program; therefore, your support and participation are needed and appreciated in order for us to continue offering more exciting and innovative programs. As always, thank you and enjoy!

-Christina MacDonald and Cheryl Stoychoff

Shrewsbury Adult Education Program Co-coordinators

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**Program Dates:** Tuesdays – 10/5, 10/19, 10/26, 11/2, 11/9, 11/16

**Registration Begins:** Wednesday, September 1

## **For more information, please contact us at:**

Shrewsbury Adult Education Program

Paton School

58 Grafton Street

Shrewsbury, MA 01545

Telephone: (508) 841-8300, Extension 1686

Email: [adulthood@shrewsbury.k12.ma.us](mailto:adulthood@shrewsbury.k12.ma.us)

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# Computers & Business

## Introduction to MS Word

Joyce Brindisi

Software Training Consultant

*If you are telling yourself that there must be an easier way to use MS Word, there is! This class is designed for the home computer user who wants to learn the shortcuts to using word effectively. We'll create documents and learn some time-saving tips for editing, formatting, and printing a document.*

**Course Code: INMW**

**Meeting Date: Tuesday, October 5**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

## MS Word—Intermediate Level

Joyce Brindisi

Software Training Consultant

*This course is designed for participants who already possess a basic understanding of MS Word and word processing. Participants will build on their knowledge by working with creating and using tables and setting up "Mail Merge" functions for letters, envelopes and labels. This class is ideal for everything from managing business records to planning a family reunion. Please come to class with questions and/or projects in mind.*

**Course Code: WDIL**

**Meeting Date: Tuesday, October 19**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

## Introduction to MS Excel

Joyce Brindisi

Software Training Consultant

*You don't have to be a budget analyst or an accountant to use MS Excel. Participants in this one-night workshop will have the opportunity to work on mastering the basics and creating documents. We will concentrate on creating spreadsheets and learn the quick and easy ways to make those documents work at home.*

**Course Code: INME**

**Meeting Date: Tuesday, October 26**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

## MS Excel—Intermediate Level

Joyce Brindisi

Software Training Consultant

*This class builds on the basic skills needed to operate MS Excel. This workshop will focus on managing data in spreadsheets using sorting and filtering techniques and on creating charts using this data. The skills and information learned in this workshop will be applicable for both home and business purposes. Please bring your ideas and questions to class.*

**Course Code: MEIL**

**Meeting Day: Tuesday, November 2**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

### **Introduction to PowerPoint**

Joyce Brindisi

Software Training Consultant

*Have you ever thought of creating a visual presentation for work, a family reunion or just for fun? PowerPoint is a powerful visual tool for presenting and organizing pictures, film and sound for business or pleasure. This is your chance to become familiar with the basic functions of PowerPoint and begin to explore just how useful it can be. This is an introductory workshop; however, students should be familiar with basic PC usage.*

**Course Code: INPP**

**Meeting Day: Tuesday, November 9**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

### **Creating a Slideshow with PowerPoint**

Joyce Brindisi

Software Training Consultant

*Would you like to impress your coworkers, family members and friends with a slideshow? PowerPoint is a simple way to organize and present information in any atmosphere. This class is suited for the home or business user who would like to learn the “ins and outs” of creating slides, applying a design and preparing a slideshow.*

**Course Code: CTPR**

**Meeting Date: Tues., November 16**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

### **Writing a Winning Cover Letter**

TBA

*The first impression is always important when it comes to a potential employer. In this competitive job market, your first impression is usually made in that all-important cover letter. This workshop will focus on how to design a winning cover letter that will “wow” your potential employers in both content and style. The instructor will be tailoring the workshop to the needs of the participants, so be sure to come with some ideas and possible employment opportunities.*

**Course Code: WWCL**

**Meeting Date: Tuesday, October 5**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

### **Designing the Perfect Resume**

TBA

*After the cover letter, your resume is often the most important factor in your ability to get the job you want. This class will walk participants through designing a resume that is aesthetically pleasing and reveals your skills and value in the best possible way to your potential employers. The instructor will focus on arranging your employment/ educational history in order to meet the needs and requirements of the jobs you are seeking.*

**Course Code: DSPR**

**Meeting Date: Tuesday, October 19**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

## **Fine Arts & Crafts**

### **Knitting Made Easy**

Cynthia Barko

Teacher, Shrewsbury PS

*Back by popular demand, this course is guaranteed to get you started on those knitting projects you’ve always dreamed of. Whether you are just starting out or are having trouble finishing projects, this hands-on knitting class is for you. Students will have the opportunity to learn from a gifted knitter and teacher. Supplies (approximately \$10-\$20) are not included in tuition..*

**Course Code: KNIT**

**Meeting: 6 Tuesdays—10/5, 10/19, 10/26, 11/2, 11/9, 11/16**

**Time: 7:00-9:00 pm**

**Cost: \$120 per person**

### **Organize & Overcome Your Piles of Pictures!**

Mary Pritchard

Creative Memories Consultant

*Have you been staring at those boxes of pictures for years? If you've always talked about organizing your photos into attractive albums, then this is the class for you. You will learn the basics of safely preserving photos and memories using quick, simple and creative techniques. Supplies ( approximately \$25) are not included in tuition.*

**Course Code: OOPP**

**Meeting: 3 Tuesdays—10/5, 10/19, 10/26**

**Time: 7:00-9:00 pm**

**Cost: \$60 per person**

### **Scrapbooking Border Bonanza**

Lee Smith

Creative Memories Consultant

*This class takes album designing to a whole new level. Participants will learn some fun cropping techniques while completing over 30 borders and enhancements. This class will focus on specific themes and will allow participants to experiment with various cutting tools and other skills they can use on current or future projects. Supplies (approximately \$25) are not included in tuition.*

**Course Code: SPBB**

**Meeting: 3 Tuesdays—11/2, 11/9, 11/16**

**Time: 7:00-9:00 pm**

**Cost: \$60 per person**

## **Languages**

### **English for Speakers of Other Languages**

Kathleen Lange-Madden

Teacher, Shrewsbury PS

*This class is designed for any student who has limited proficiency in English. The group atmosphere is a comfortable and inviting way for participants to improve their English language skills through conversation and writing. Students from any language background or skill level are welcome.*

**Course Code: ESL1**

**Meeting: 6 Tuesdays—10/5, 10/19, 10/26, 11/2, 11/9, 11/16**

**Time: 6:30-8:00 pm**

**Cost: \$90 per person**

### **Bon Voyage: French for**

**Travelers**

Cheryl Lowney

Teacher, Shrewsbury PS

*Are you planning a trip to France or just wish you could? This course is for beginners and will focus on essential French vocabulary and phrases needed for a visit. Students will practice everything from making reservations and ordering meals to dealing with emergencies. \*Note: The instructor is open to arranging a trip to Paris if interest exists.*

**Course Code: BVFT**

**Meeting: 5 Tuesdays—10/5, 10/19, 10/26, 11/2, 11/9**

**Time: 7:00-9:00 pm**

**Cost: \$100 per person**

## **History & Literature**

### **The Holocaust**

Marge Potash

Teacher, Shrewsbury PS

*The Holocaust occupies an integral part of our cultural psyche. This course will explore the Holocaust from both historical and literary perspectives. Participants will have the opportunity to speak with Holocaust survivors and their families and view various documentaries and films dealing with this tragic period in history. It is suggested that students read Wiesel's Night.*

**Course Code: HOLO**

**Meeting: 4 Tuesdays—10/5, 10/19, 10/26, 11/2**

**Time: 7:00-9:00 pm**

**Cost: \$80 per person**

## **Cooking & Entertaining**

### **Easy & Elegant Appetizers**

Jennifer Brown

Teacher, Shrewsbury PS

*Anyone who is planning an event from large galas to intimate dinners knows how important those initial appetizers can be. Participants in this class will learn to make appetizers that will be a hit at any event. The focus will be on appetizers that are both easy to prepare and tantalizing to eat. Supplies (approximately \$20-\$25) are not included in tuition.*

**Course Code: EEAP**

**Meeting: 2 Tuesdays—10/5, 10/19**

**Time: 7:00-9:00 pm**

**Cost: \$40 per person**

### **Cooking Your Comfort Foods**

Jennifer Brown

Teacher, Shrewsbury PS

*Most of us remember those foods we loved as kids—peanut butter and jelly and chicken soup come to mind! In this class, students will learn to make their favorite comfort foods that we loved as kids and now as adults. We will focus on making simple foods that warm the stomach and the heart. Supplies (approximately \$25) are not included in tuition.*

**Course Code: CYCF**

**Meeting: 2 Tuesdays— 10/26, 11/2**

**Time: 7:00-9:00 pm**

**Cost: \$40 per person**

### **Holiday Cookies & Candy**

Jennifer Brown

Teacher, Shrewsbury PS

*As the holidays get closer, it is never too early to start thinking about those tasty treats you'll be serving after the meal. This class will allow students to learn new recipes and techniques while getting a jump on their holiday baking and gift giving. Cookies and candies made in class will be brought home to share with family and friends. Supplies (approximately \$25) are not included in tuition.*

**Course Code: HCAC**

**Meeting: 2 Tuesdays—11/9, 11/16**

**Time: 7:00-9:00 pm**

**Cost: \$40 per person**

## **Parenting & Family Life**

### **Understanding the Legal Rights of Our Young People**

Chief Wayne Sampson

Shrewsbury Chief of Police

*Our young people often hear the words “rights” and “responsibilities” at school, at home or in the media. However, how the law applies to youth is often confusing and misunderstood. In this discussion workshop, parents will have the chance to hear what their child's rights are from a true expert.*

**Course Code: LRYF**

**Meeting Date: Tuesday, October 5**

**Time: 7:00-9:00 pm**

**Cost: \$10 per person**

### **Navigating the New Driving Laws in Massachusetts**

Chief Wayne Sampson

Shrewsbury Chief of Police

*The driving laws have changed a lot over the last few years, especially those relating to new and young drivers. Chief Sampson will inform parents about how those laws have changed and what that means for parents. Please come with questions.*

**Course Code: NDLM**

**Meeting Date: Tuesday, October 19**

**Time: 7:00-9:00 pm**

**Cost: \$10 per person**

### **Understanding Alcohol and Drug Abuse, Teens, and the Law**

Chief Wayne Sampson

Shrewsbury Chief of Police

*Alcohol and drug abuse among teens are rising concerns in all communities. In this workshop, Chief Sampson will discuss how alcohol and drug abuse are affecting our teens and what laws govern this issue in our state. There will be time for questions and discussion.*

**Course Code: ADTL**

**Meeting: 2 Tuesdays— 10/26, 11/2**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

## **Special Interest**

### **Stargazing for Beginners**

Brian MacDonald

BA, Natural Science

*Ever looked up at the night sky and wondered about what you are seeing? This class is an introduction to searching the night sky and making meaning of it. We will discuss star charts, telescopes and other observational tools and dispel some common myths about sky-watching. Also, participants will have the chance to find objects in the sky using an amateur telescope and other tools.*

**Course Code: SGFB**

**Meeting: 2 Tuesdays—10/5 & 10/19**

**Time: 7:00-9:00 pm**

**Cost: \$40 per person**



### **Introduction to Hatha Yoga**

Christina MacDonald

CYT

*Yoga has become an increasingly popular method of relaxation in the United States. However, Yoga is also useful in weight loss, stress management, and overall physical and emotional well-being. This class will introduce participants to the philosophies behind Yoga and its success in maintaining health. Also, participants will have the opportunity to experience an actual Hatha Yoga class. No experience necessary. Please bring a mat and wear comfortable clothing.*

**Course Code: INHY**

**Meeting Date: Tuesday, October 26**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

### **Prepare Your Garden for Winter**

Donna Rudek

Landscape & Garden Designer

*When August ends, many people also think their gardening ends. Yet, most residential gardeners are surprised to learn that there is actually a lot of preparation and maintenance that can occur in the fall. Also, many plants, shrubs and trees prefer a fall planting. This class is designed to inform the amateur gardener about fall plantings and preparations. No gardening experience necessary.*

**Course Code: PYGW**

**Meeting Date: Tuesday, October 5**

**Time: 7:00-9:00 pm**

**Cost: \$20 per person**

## **Guidelines & Procedures**

### **Registration**

Registrants should follow the directions included on the registration sheet. It is understood that programs have enrollment requirements and limits, and registration is provided on a first-come, first-served basis. Registrations are non-transferable. Registrations are not accepted without a completed registration form. Registrations may be accepted by mail or in person. Registrations will be accepted for participants 18 years of age or older, unless otherwise indicated. Registration confirmations, including room numbers, will be sent prior to the first class meeting.

### **Refunds and Cancellations**

Programs may be cancelled if there is insufficient enrollment (full refunds will be made). Classes may be cancelled due to inclement weather or any time the Shrewsbury Public Schools are closed. In such cases, the teacher and class participants will decide on when to make up the missed sessions. Information regarding the cancellation of Adult

Education classes will be available on the Shrewsbury Public Schools homepage under “School Delays and Cancellations.”

**Tuition**

Full tuition must accompany registration. Payment may be made by check or money order only. Tuition paid for one term may not be credited to another term. Checks should be made out to: Shrewsbury Public Schools. There will be a \$25 fee assessed to returned checks.

**Filled Courses**

If your course is filled, your name will be added to a waiting list and you will be notified if an opening exists. You will not be charged tuition until you have been officially enrolled in the course and a confirmation letter has been sent.

**Liability**

Participants do so at their own risk and agree to waive and release any and all claims of personal injury or property damage they may have arising from this participation.

**Policy of Nondiscrimination**

The Shrewsbury Adult Education Program welcomes students regardless of age, race, color, gender or sexual orientation, religion, disability, nationality or ethnic origin.

## Registration Form

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Last Name	First Name	MI
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Street Address

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Town	State	Zip Code
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Telephone Number	Email
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Courses I would like to register for:

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Course Name	Course Code	Day & Time	# of Sessions	Cost
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Course Name	Course Code	Day & Time	# of Sessions	Cost
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(If you wish to register for more than two classes, please list the class name, code, day & time, and cost on the back of this form.)

I would like to pay via:

\_\_\_\_\_ Check (Payable to: Shrewsbury Public Schools)                      \_\_\_\_\_ Money Order

(Cash cannot be accepted)

Participants do so at their own risk and agree to waive and release any and all claims of personal injury or property damage they may have arising from this participation. By signing this registration form, I agree to and accept all policies set forth by the Shrewsbury Adult Education Program.

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Registrant's Signature

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Date

**Please return this registration form with full payment to:**

**Shrewsbury Adult Education  
c/o Cheryl Stoychoff, Paton School, 58 Grafton Street, Shrewsbury, MA 01545**